

Administrative Assistant (Facilities and Motor Pool Manager) (T)

Administrative Assistant (Facilities and Motor Pool Manager)

Computer Management Specialist (LAN) (T)

Computer Management Specialist (LAN)

Program Management Specialist

Disbursing Assistant (Bank Reconciliation) (T)

Disbursing Assistant (Bank Reconciliation)

FSN#2009/96 (T)

Administrative Assistant (Facilities and Motor Pool Manager)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7; FP-7, Trainee

OPENING DATE: July 24, 2009

CLOSING DATE: August 6, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Business Services Office, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Responsible for overseeing all facilities, office furniture and equipment, and motor pool management. Duties included all

facilities leasing, maintenance, safety, renovations, office furniture and equipment, as well as motor pool transportation and logistics for all CDC programs operating in the main Nonthaburi office, laboratories, and field sites.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Four years of progressively responsible work experience in facilities management or operational support of service-delivery projects with an international agency; (3) Must have experience working with renovations and building maintenance; (4) At least one year of experience at the supervisory level is required; (5) Level IV (Fluent) in speaking, reading, and writing both English and Thai; (6) Ability to use computer, calculator, and automations.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov or FAX: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: August 6, 2009

FSN#2009/96

Administrative Assistant (Facilities and Motor Pool Manager)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-8; FP-6

OPENING DATE: July 24, 2009

CLOSING DATE: August 6, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative in Business Services Office, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Responsible for overseeing all facilities, office furniture and equipment, and motor pool management. Duties included all facilities leasing, maintenance, safety, renovations, office furniture and equipment, as well as motor pool transportation and logistics for all CDC programs operating in the main Nonthaburi office, laboratories, and field sites.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Five years of progressively responsible work experience in facilities management or operational support of service-delivery projects with an international agency; (3) Must have experience working with renovations and building maintenance; (4) At least two years of experience at the supervisory level is required; (5) Level IV (Fluent) in speaking, reading, and writing both English and Thai; (6) Ability to use computer, calculator, and automations.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

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CLOSING DATE FOR THE POSITION: August 6, 2009

FSN#2009/97 (T)

Computer Management Specialist (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Specialist (LAN), FSN-9; FP-5 (Step 1 thru 4) (Trainee)

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Specialist (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the Senior Local Area Network (LAN) Computer Management Specialist supervising 6 staff and reporting directly to the de facto Deputy ISO Computer Management Specialist. The primary function is to ensure that all the configuration and security standards as outlined by the mission regulations are met at all the sites throughout Mission Thailand. This entails keeping fully functional systems, minimizing downtime and providing customers with the tools they need to accomplish their assigned tasks in a productive, efficient and effective manner. Is also responsible for the

maintenance and upgrades of all system software, Microsoft, Departmental and Consular Affairs applications installed at post.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Computer Science, Engineering, Management Information Systems (MIS) or a closely related field; (2) Minimum three years of experience in a complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2003 Server, Windows XP, Exchange, Microsoft SQL server etc.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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PLEASE ATTACH A COPY OF TRANSCRIPT, AND CURRENT JOB-RELATED CERTIFICATIONS

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CLOSING DATE FOR THE POSITION: AUGUST 13, 2009

FSN#2009/97

Computer Management Specialist (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Specialist (LAN), FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Specialist (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION

Serve as the Senior Local Area Network (LAN) Computer Management Specialist supervising 6 staff and reporting directly to the de facto Deputy ISO Computer Management Specialist. The primary function is to ensure that all the configuration and security standards as outlined by the mission regulations are met at all the sites throughout Mission Thailand. This entails keeping fully functional systems, minimizing downtime and providing customers with the tools they need to accomplish their assigned tasks in a productive, efficient and effective manner. Is also responsible for the maintenance and upgrades of all system software, Microsoft, Departmental and Consular Affairs applications installed at post.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Computer Science, Engineering, Management Information Systems (MIS) or a closely related field; (2) Minimum four years of experience in a complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Must be proficient in the

operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2003 Server, Windows XP, Exchange, Microsoft SQL server etc.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 13, 2009

FSN#2009/99

Program Management Specialist

OPEN TO: All Interested Candidates

POSITION: Program Management Specialist, FSN-11; FP-4

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 44 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Specialist in the Office of Human Subject Protection Program, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Serve as a Director of Human Subjects Protection Program and assist in the on-site administration of the Human Subjects Protection Program. Duties also included advise to the AFRIMS Commander, the Walter Reed Army Institute of Research (WRAIR) Director and WRAIR Deputy Director for the Division of Human Subjects Protection (DHSP) in the field of Human Subjects Protection.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completed Master’s degree in Nursing, Health Science, Pharmacology or Education; (2) five years experience in human subject research-related field involving management of research protocols, Good Clinical Practice, Quality Assurance or Clinical Research Monitor; (3) Able to use basic software applications; (4) Level IV (Fluent) speaking/reading/writing in English and Thai.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: August 13, 2009

FSN#2009/100 (T)

Disbursing Assistant (Bank Reconciliation)

OPEN TO: All Interested Candidates

POSITION: Disbursing Assistant (Bank Reconciliation), FSN-7; FP-7, Trainee

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The employee reconciles the assigned local currency bank accounts. Responsibilities include maintaining, reviewing, and

reconciling each month local currency bank accounts held by the U.S. Disbursing Officer (USDO) in foreign counties. The incumbent will be expected to identify and resolve discrepancies via the reconciliation process. The incumbent will also be expected to establish and maintain contacts with foreign bank officials and utilize those contacts in helping to meet reconciliation goals. Additionally, the incumbent will be responsible for controlling blank check stock, including conducting quarterly inventories of the blank checks.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A bachelor's degree in accounting or business administration or related fields; (2) Two years experience in banking reconciliation, accounting, or disbursing; (3) Level 3 (Good working knowledge) speaking/reading/writing in Thai and English; (4) Must be proficient in IT, including skills in Excel, MS Word; (5) Must be able to use electronic calculators and computer terminals.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 13, 2009

FSN#2009/100

Disbursing Assistant (Bank Reconciliation)

OPEN TO: All Interested Candidates

POSITION: Disbursing Assistant (Bank Reconciliation), FSN-8; FP-6

OPENING DATE: July 31, 2009

CLOSING DATE: August 13, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The employee reconciles the assigned local currency bank accounts. Responsibilities include maintaining, reviewing, and reconciling each month local currency bank accounts held by the U.S. Disbursing Officer (USDO) in foreign countries. The incumbent will be expected to identify and resolve discrepancies via the reconciliation process. The incumbent will also be expected to establish and maintain contacts with foreign bank officials and utilize those contacts in helping to meet reconciliation goals. Additionally, the incumbent will be responsible for controlling blank check stock, including conducting quarterly inventories of the blank checks.

QUALIFICATIONS REQUIRED:

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(1) A bachelor's degree in accounting or business administration or related fields; (2) Three years experience in banking reconciliation, accounting, or disbursing; (3) Level 3 (Good working knowledge) speaking/reading/writing in Thai and English; (4) Must be proficient in IT, including skills in Excel, MS Word; (5) Must be able to use electronic calculators and

computer terminals.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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